

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Tuesday, October 19, 2010 - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Absent

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Michael Britt, Project Manager, GITA
- Andrew Clark, Project Manager, GITA
- Jeffrey Crane, Project Manager, GITA

Additional Meeting Presenters

- Kimberly Clark, Administrator, Public Safety Communications, City of Mesa Police Department
- Patrick Quinn, Deputy Chief, Tucson Fire Department

44 interested parties and members of the public were also present.

Call to Order

The meeting was called to order at 10:00 AM by Mark Venuti, Co-Chair. Mr. Venuti introduced of a new member to the PSIC Office team - Jeffrey Crane. Jeff will be working on COML related projects, CASM/TICP, NECP Goal Two support and other projects. Mr. Venuti also asked for volunteers to participate on the Policies, Standards & Procedures (PSP) Workgroup. Interested individuals should contact Michael Britt of the PSIC office. Finally, Mr. Venuti stated the 2011 SIEC meeting schedule will be posted on the PSIC website at azgita.gov/psic and emailed out to the PSIC Office e-mail list when it is ready.

Approval of Minutes – August 17, 2010 SIEC Public Meeting

Action Item

Motion: Pete Weaver made a motion to approve the August minutes.

Second: Jesse Cooper

The motion was unanimously carried.

Mr. Venuti stated that the order of the agenda would be changed in order to accommodate the scheduling of the speakers.

Appointment of NIMS-Communication Unit (NIMS-CU) Workgroup

Action Item

Presenter: Mark Venuti, SIEC Co-chair

Pursuant to the NIMS Communications Unit Workgroup (NIMS-CU) Policies and Procedures approved by the Statewide Interoperability Executive Committee (SIEC) on August 17, 2010 the following individuals were submitted to the SIEC for appointment to the NIMS-CU Workgroup:

Jesse Cooper, Communications/IT Project Manager, Phoenix Police Department
Jason Hatchett, Captain/Paramedic, Guardian Medical Transport
Michael Todd, Regional Interoperability Manager, PSIC Office
Dan Wills, Yavapai County Emergency Management
Mike Worrell, Captain, Phoenix Fire Department

Motion: Pete Weaver made a motion to appoint the above individuals to the NIMS Communications Unit Workgroup, with the spelling of Jason Hatchett's name corrected.

Second: Scott Tillman

The motion was unanimously carried.

AIRS MOU requests from Non-Governmental Organizations, Public Service Organizations, and Secondary Responders

Presenter: Michael Britt, Project Manager, PSIC Office, GITA

Action Item

Mr. Michael Britt presented a request from the Arizona Department of Public Safety asking for recommendations from the SIEC on a policy permitting use of the Arizona Interagency Radio System (AIRS) by Non-Governmental, Public Service and Secondary Responder Organizations. As awareness of AIRS has increased, a number of informal inquiries and requests from such organizations have been made to DPS and PSIC staff. The SIEC requested that PSIC staff work with the SIEC operational and technical workgroups to develop a draft policy for fairly and uniformly permitting the use of AIRS by Non-governmental, Public Service and Secondary Responders.

Paul Wilson submitted comments in writing and Mr. Venuti read these comments to the Committee. The Committee then discussed potential methods for allowing NGO's to be approved for an AIRS MOU. Comments included:

- DPS should be the final decision maker since they are the licensing agency.
- A separate sub-committee for reviewing requests was viewed as unnecessary.
- NGO's should attain written buy in from a public safety agency in their jurisdiction prior to being granted an MOU.
- If DPS determines that additional guidance is needed after an NGO receives written support from a public safety agency, then the issue should be brought to the SIEC for further attention.
- The policy for responding to MOU requests from NGO's and other non first responder agencies should be separate from the existing policy for first responder agencies.
- Policy should reflect that an NGO should have a need for direct public safety communications during an incident in order to attain an MOU.

After discussion, the SIEC determined that the PSIC Office should continue to revise the draft policy incorporating the comments received and present at the next SIEC meeting.

Fire Mutual Aid Licensing & Statewide Usage

Presenters: Patrick Quinn, Deputy Chief, Tucson Fire Department

Michael Todd, PSIC Regional Interoperability Manager, PSIC Office, GITA

Action Item

Mr. Michael Todd presented an action item for addressing the licensing of the Fire Mutual Aid channel, 154.280, by public safety agencies in Arizona. It was recently discovered that many agencies using the Fire Mutual Aid channel do not hold a license to use the frequency. Unlike the VTAC frequencies that are licensed by rule, agencies must either license the use of this frequency, or have an MOU for use of the frequency with a licensed agency. At the recommendation of the FCC and the Office of Emergency Communications, the PSIC Office and the State Fire Mutual Aid Committee is proposing that DPS expand their existing license for 154.280 to cover all users statewide who have signed the AIRS MOU. DPS concurs with this approach and considers the use of the AIRS MOU as appropriate and the language in the existing AIRS MOU is sufficient for this purpose.

An alternate approach would be to have every public safety agency in Arizona license the frequency directly with the FCC. However, this approach would require significant expense due to the requirement for each agency to pay for frequency coordination. Additionally, the FCC would prefer this approach not be taken, as it would increase their burden as well.

Paul Wilson submitted comments in writing on this issue and Mr. Venuti read these comments to the Committee. Mr. Todd and Mr. Pat Quinn with the State Fire Mutual Aid Committee then took questions from the Committee. Mr. Tillman stated that DPS supports this policy. Mr. Joe Berring also submitted comments in writing on this issue. Those comments were distributed to the Committee members and Mr. Venuti summarized the comments for the audience.

Motion: Jesse Cooper made a motion to request that DPS expand their existing license for 154.280 to cover all users statewide who have signed the AIRS MOU.

Second: Pete Weaver

The motion was unanimously carried.

Arizona Interoperable Channels Plan

Presenters: Scott Tillman, Wireless Systems Engineer, DPS Wireless Systems Bureau

Michael Britt, Project Manager, PSIC Office, GITA

Status Update on Draft Interoperable Channel Plan

Discussion Item

Mr. Scott Tillman updated the committee on progress made drafting the Arizona Interoperable Channels Plan. Mr. Tillman reviewed the recent activities of the workgroup and provided an overview of the changes the workgroup has made to the Draft Interoperable Channels Plan. Mr. Tillman then presented the UHF, VHF, 700 MHz and 800 MHz Programming Guides to the Committee and explained the changes and rationale used in drafting the guides. Paul Wilson submitted comments in writing on this issue. Those comments were distributed to the Committee members and Mr. Venuti summarized the comments for the audience.

The committee felt that instead of designating VHF channels 15 and 16 as PSMA, the channels should be listed as OPEN and highlighted in a foot note that the channels are open for Local Mutual Aid Channels. This change would be applied to VHF channels 9, 15 and 16 and UHF channel 16.

Jesse Cooper clarified that the 800 MHz Programming Guide for Zone 2 is intended for the national channels only and that is why 8TAC95 and 8TAC95D are not included in Zone 2.

Mr. Venuti opened the discussion to the audience and asked if the audience had any additional comments. Mr. Dan Wills stated he would like to see at least one interoperable channel programmed into the “top 16” of each radio. Mr. Wills also expressed concern about listing the bandwidth for VFIRE21 as 12.5 KHz since most agencies currently have VFIRE21 in wideband mode. Mr. Todd recommended that if agencies have the available channels in their radios, that VFIRE21 should be programmed in both wide and narrow band mode. Mr. Tillman and Mr. Cooper suggested that the VHF Programming Guide recommend agencies use the open channel 9 as VFIRE21W while there are agencies operating in both wide and narrow band mode.

Approval of Interoperable Channel Priority Programming Guides

Action Item

Motion: Pete Weaver made a motion to approve the Interoperable Channel Priority Programming Guides as written with the following changes:

- VHF channels 9, 15 and 16 shall be designated as open with a notation that explains the channels are open for use as Local Mutual Aid Channels. The notation shall also explain that channel 9 is available for VFIRE21W for those agencies that need it.
- UHF channel 16 shall be designated as open with a notation that explains the channel is open for use as a Local Mutual Aid Channel.

Second: Scott Tillman

The motion was unanimously carried.

After further discussion, the SIEC felt that the changes to the 800MHz Priority Programming Guides should be reviewed by the 800 MHz Planning Committee.

Motion: Pete Weaver made a motion to recommend to the 800 MHz Planning Committee that they approve the 800 MHz Priority Programming Guide.

Second: Scott Tillman

The motion was unanimously carried.

Approval of Revised AIRS SOP

Action Item

Motion: Pete Weaver made a motion to revise the Arizona Interagency Radio System (AIRS) Standard Operating Procedures (SOP) to conform to the approved Interoperable Channel Priority Programming Guides.

Second: Scott Tillman

The motion was unanimously carried.

AIRS Narrowbanding

Presenter: W. Scott Tillman, Wireless Systems Engineer, DPS Wireless Systems Bureau

Information & Discussion Item

Mr. Scott Tillman briefed the committee on DPS plans for Narrowbanding AIRS system equipment. DPS intends to formally convert the AIRS suites beginning in July, 2011. The conversion will take place in phases, the exact timing of which has not been determined. Mr. Tillman stated that there will not be a significant problem with subscriber gear operating in wideband mode once the base stations have been converted to narrowband mode. DPS intends to notify all MOU subscribers prior to making changes to the AIRS system.

Communication Asset Survey Mapping Tool (CASM) Project Update

Presenter: Andrew Clark, Project Manager & PSIC Outreach, PSIC Office, GITA
Information & Discussion Item

Mr. Andy Clark updated the Committee on the status of the CASM Project. PSIC staff has been marketing the project to all counties in preparation tool for NECP Goal 2. While there has been some initial enthusiasm for the project, the response has not been as good as expected. The PSIC Office is considering options on how to advance the population of CASM and welcomes ideas from interested parties.

On the Road to Plain Language

Presenter: Kimberly Clark, Administrator, Public Safety Communications, Mesa Police Department
Information Item

Ms. Kimberly Clark presented an overview of the City of Mesa's efforts to roll out plain language in compliance with the requirements in the ICS. Ms. Clark discussed Mesa's plan, and some of the challenges and successes they faced.

Due to a lack of time, agenda items X and XI were postponed. Ms. Meyerson recommended that Committee members and interested parties view the presentations on the PSIC Grantee Conference Update and the National Public Safety Telecommunications Council (NPSTC) National Meeting Update on the PSIC website.

Comments from the Public

Mr. Bob Hollister requested the PSIC Office post the AIRS MOU list on the PSIC Office website.

Meeting Adjournment

Motion: Scott Tillman motioned to adjourn the meeting.

Second: Pete Weaver

The motion was unanimously carried.

Meeting Adjourned at 12:22 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.